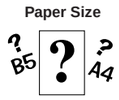
D0297525

Quick Reference Copy Guide

⇨Please put this guide above your machine⇦

Tips

Paper Size
You can check the paper size using the scale on the exposure glass.

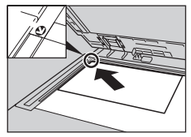


Auto Image Density
Adjusts the image density (darker/lighter) automatically for copying.

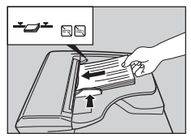
Auto Paper Select
Selects a suitable size of paper automatically.

How to make Copies... (1. Placing Originals, 2. Basic Copying)

1. Press the【Clear Modes】key.
2. Place the originals.
   - Exposure Glass (Face down)



   - Auto Document Feeder (Face up)



3. Make desired settings.
4. Enter the number of copies.
5. Press the【Start】key.

How to select a colour mode... (3. Colour Copying)

1. Select a colour mode.

How to Reduce/Enlarge... (2. Basic Copying)

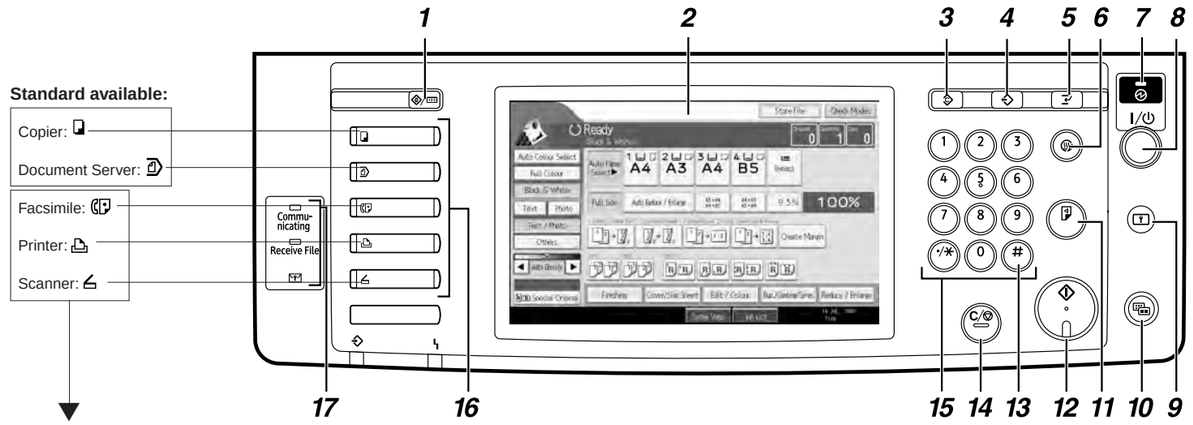
Auto Reduce/Enlarge
1. Press [Auto Reduce / Enlarge].

2. Select the paper size.
3. Place the originals, and then press the【Start】key.

Preset Reduce/Enlarge
1. Press [Reduce / Enlarge].

2. Select a ratio, and then press [OK].
3. Place the originals, and then press the【Start】key. (Paper size is selected automatically.)

1. 【User Tools/Counter】key
2. Display panel
3. 【Clear Modes】key
   Press to clear the current settings.
4. 【Program】key
   Press to register frequently used settings, or to recall registered settings.
5. 【Interrupt】key
6. 【Energy Saver】key
7. Main power indicator
8. Operation switch
9. 【Login/Logout】key
10. 【Simplified Display】key
11. 【Sample Copy】key
12. 【Start】key
    Press to start copying, printing, scanning, or sending.
13. 【#】key (Enter key)
14. 【Clear/Stop】key
    - Clear: Press to delete a number entered.
    - Stop: Press to stop a job in progress.
15. Number keys
16. Function keys
17. Indicators



You can also fax on this machine!
Please ask your sales person for this option.

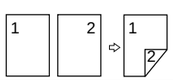
How to save paper... (2. Basic Copying)

1. See if original is 1-sided or 2-sided (duplex).
2. Press [Dup./Combine/Series].

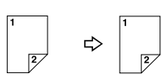
3. Select the original and copy types and/or the orientation.
4. Place the originals, and then press the【Start】key.

Duplex

1-Sided ⟶ 2-Sided
Copies two 1-sided pages on one 2-sided page.

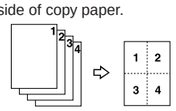


2-Sided ⟶ 2-Sided
Copies one 2-sided page on one 2-sided page.

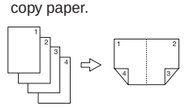


Combine

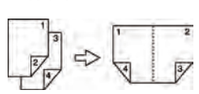
1-sided Combine
Copies multiple 1-sided or 2-sided originals on one side of copy paper.



2-sided Combine
Copies multiple 1-sided originals on two sides of copy paper.



Copies multiple 2-sided originals on two sides of copy paper.



! For more functions on Combine, see “2. Basic Copying”.

How to finish your document... (2. Basic Copying)

Staple
1. Press [Finishing].
2. Select one of the stapling positions (Copies will be sorted automatically).
3. Press [OK].
4. Enter the number of copies.
5. Place the originals, and then press the【Start】key.

Punch
1. Press [Finishing].
2. Select one of the punch hole positions (Copies will be hole punched).
3. Press [OK].
4. Enter the number of copies.
5. Place the originals, and then press the【Start】key.

! Staple and Punch can be done at the same time.

! Availability of finishing depends on your configuration.

Document Server (2. Basic Copying)

Why use it...

- To store often used documents centrally and print on demand.
- To reduce network load.

How to use in copy mode...

1. Press [Store File].

2. Enter a file name, user name, or password if necessary.

3. Press [OK].
4. Place the originals.
5. Make the scanning settings for the original.
6. Press the【Start】key.

The machine stores scanned originals in memory and makes one set of copies.
To find your document, press the【Document Server】key.

! For more functions on Document Server, see “5. Document Server”.

Simplified Display

When you press the【Simplified Display】key, the screen changes to the simplified display. Letters and keys are displayed at a larger size, making operations easier.
Certain keys do not appear on the simplified display.

Advanced features

Reduce/Enlarge
- Zoom: You can specify the reproduction ratio in increments of 1%.
- Magnification: You can specify the horizontal and vertical reproduction ratios, individually.

Series Copies
- Separately copies the front and back of a 2-sided original onto two sheets.

Booklet/Magazine
- Copies two or more originals in page order.

Edit/Stamp
- Image Repeat/Double Copies: The original image is copied repeatedly.
- Centring: Moves image to centre.
- Erase: Erases the centre and/or all four sides of the original image.
- Stamps: Copies with the date, page numbers, etc.

Cover/Slip Sheet
- Front Cover / Front/Back Cover: Create cover sheets.
- Designate: Copies certain pages of the original onto designation sheets.

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Chapter references in this guide refer to the bundled OI CD; Copy and Document Server Reference.